



Overtime Plan Check Services

The City of Milpitas offers a fast track/overtime plan check services for tenant improvement applications. This service has been expanded and reformatted for the benefit of our customers. If this service is selected it will reduce the normal first turnaround plan check time by approximately one half.

Here is how the process works:

1. After reading this information, please use the form below to apply for Overtime Plan check services.
2. The Building Inspection Division counter staff will screen your plans to determine whether they are complete and qualify for the Fast Track service based on the criteria listed below. Please refer to the *Tenant Improvement Submittal Requirements* handout for additional information.
3. If hazardous materials are involved, please refer to the guidelines titled *Hazardous Materials Requirements for Construction Permit Applications* to identify information necessary to include in your submittal.
4. All work will be performed on an overtime and personnel available basis. At the time of submittal, a minimum payment of 1 hour is required per the following fee schedule:

Building Inspection Division \$ 207.00/hr (2 hrs min)

Engineering Division \$ 207.00/hr* (2 hrs min)

Planning Division No charge

Fire Department \$416.00 flat fee

5. Some of the Divisions/Department may not need to review your project, therefore those applicable fees will not be collected. If plan check exceeds one-hour minimum, the additional time will be charged on 30-minute intervals. Subsequent rechecks will also be handled on an overtime basis. Additional fees must be paid prior to the issuance of the building permit. **Please note that the fees discussed here are in addition to the normal plan check and permit fees.**
6. The plans will be highlighted and routed the same day to the divisions/departments noted above to ensure fast track/overtime processing.

The following criteria will be used to qualify for the Tenant Improvement Overtime Plan Check Service:

1. Any applicable special Planning Commission/City Council condition of approval relative to the building permit must be met prior to permit issuance
2. No change in land use
3. Work must be within the existing building footprint
4. Only interior work and/or very minor exterior work to building facade that can be approved by the Planning staff
5. Projects involving hazardous materials limited to: above ground tanks; underground tank enclosure and process piping closure and installation; process tool replacement; nitrous oxide systems; toxic gas monitoring; tool fit up and replacement. Note: Large projects will require a pre-submittal meeting with the hazardous materials plan checker for familiarization with the project.

***Note:** If your project has an existing Private Job Account, your fees will be charged directly to this account in lieu of the \$207/hr fee. The charge will be under the terms of the Private Job Account.

CITY OF MILPITAS
BUILDING & SAFETY DIVISION
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Overtime Plan Check Services

Date: _____

Plan Check No: _____

To: Chief Building Official

I, _____, request overtime plan check service for the project listed above and located at _____.

This project qualifies as described in the handout *Tenant Improvement Overtime Plan Check Service*. I accept responsibility for payment of additional fees that will be due from Building, Planning, Engineering and Fire Departments.

Signature of applicant

Name: _____

Title: _____

Company: _____

Telephone Number: _____